

Instructions for Filing

- **Form.** Complaints must be made in writing. Individuals (who are not public servants) must use the Commission's official complaint form. This form is the sole and exclusive means for filing a valid complaint by individuals, including members of the public.
- **No Anonymous Complaints.** You must include your name, address, and telephone number.
- **Signed & Sworn.** The complaint must be *signed and notarized*.
- **Person Against Whom You are Filing a Complaint.** You must include both the name and appointive position or job title of the person against whom you are filing a complaint. ***Please note, the Commission does NOT have jurisdiction over all public officials or State employees.*** Only certain persons are subject to the Ethics Act:
 - Legislators
 - Legislative employees
 - Judicial Officers
 - Justice or Judge
 - District attorneys
 - Clerks of Court
 - Public Servants
 - Voting members of State boards & commissions
 - Certain State employees [see G.S. 130A-3(30) for a list of those employees]

A list of covered persons is on our homepage at
<http://www.ethicscommission.nc.gov/cpersons.htm>

- **Nature of the Allegation.** You must state the nature of the allegation and specific facts indicating a ***violation of the State Government Ethics Act*** (Chapter 138A of the General Statutes) ***or the Legislative Ethics Act*** (Article 14 - Chapter 120 of the General Statutes) has occurred. These violations include:
 - Concealing or failing to disclose required information on the Statement of Economic Interest [G.S. 138A-26].
 - Use of public position for private gain [G.S. 138A-31]
 - Conflict of interest while performing official duties [G.S. 138A-36 (for public servants); G.S. 138A-37 (for legislators)]
 - Taking a prohibited gift [G.S. 138A-32]
 - Use of confidential or nonpublic information for private gain [G.S. 138A-34]

- Disclosure of confidential information [G.S. 120-87 (for legislators)]
 - Bribery [G.S. 120-86 (for legislators)]
 - Unethical personnel-related actions [G.S. 120-86.1 (for legislators)]
 - Soliciting or receiving other compensation for acting in an official capacity [G.S. 138A-33]
 - Causing the employment of or supervising an extended family member [G.S. 138A-40]
- **Timeframe.** You must include the date of the alleged violation. You must also file the complaint within 2 years of when you knew or should have known of the alleged violation.
- **Personal Knowledge.** The contents of the complaint must be within your own knowledge **or** you must provide the basis upon which you believe the allegations to be true.
- **Submission.** You must submit your signed ***original*** complaint to:

**State Ethics Commission
1324 Mail Service Center
Raleigh, NC 27699-1324**

Questions regarding filing a complaint should be directed to:

**Christy Tillery, Paralegal
State Ethics Commission
919-807-4620
E-mail: christy.tillery@doa.nc.gov**

All complaints received by the Commission are confidential and may not be disclosed by the Commission to third parties. However, the person against whom you have filed a complaint will be provided with a copy and given an opportunity to respond.